





**Tennessee Department of Transportation  
Long Range Planning Division**

**Minimum Qualifications for a Long Range Planning Division  
Community Transportation Planner/Transportation Coordinator 1**

Bachelor of Science Degree in Planning or related field from an accredited college or university and two (2) years of planning experience.

**Or**

Master's Degree in Planning or related field from an accredited college or university

This is an Executive Service position.

**Position Description:**

The Long Range Planning Division Community Transportation Planner 1 will assist in the Division's development and implementation of strategies that coordinate the State's land management and transportation infrastructure needs.

- Assists in the development of guidelines for coordination of land use and transportation decisions between state and local entities.
- Assists in the development of rural regional transportation plans, major thoroughfare plans, corridor management agreements, and statewide access management plans.
- Provides technical assistance to local community partners, Metropolitan Planning Organizations and Rural Consultation Organizations.
- Participates in regular collaborative opportunities with metropolitan transportation planning organizations, rural transportation consultation organizations, cities, and counties.
- Reviews new and established federal, state, and local plans and policies and makes recommendations for implementation.

This position will require occasional statewide travel.



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**Application Questions for Long Range Planning Division  
Community Transportation Planner 1**

*Please use a separate sheet for each question.*

When answering the application questions, you should use examples of work related experiences. If you do not have appropriate work related examples, non-work related examples are acceptable.

1. Describe two or three major trends in transportation and land use planning.
  - Do you see any of these trends in Tennessee? Explain.
  - What are some of the biggest challenges coordinating land use and transportation?
2. Give an example of a transportation planning idea or improvement that you had and how did it make a difference in the community that you were serving?
3. Give a specific example of a situation in which you had to deal with conflict when working with the public.
  - Describe in detail how you handled both the person(s) and the situation.
  - How did this affect the overall outcome of the situation or issue?
  - How did you document and communicate the outcome?
4. Provide a few detailed examples of professional and/or self-improvement skills that you developed or enhanced over the past two years.
  - Were these skills prerequisites of your current position?
  - How have these skills assisted you in the performance of your current job responsibilities?